

**North Wasco County  
School District 21**

Code: **KG**  
Adopted: 9/14/00  
Revised/Readopted: 11/19/09  
Orig. Code(s): KG

**Community Use of District Facilities**

The Board may permit the use of school facilities by residents of the district for civic and/or recreational purposes, providing that such use will not interfere with the school system. Such use shall not interfere with the regular instructional program of the district.

In permitting use of its school facilities, the following conditions will apply:

1. School programs/activities that are scheduled will have priority over all outside activities at all times, with youth groups and nonprofit organizations given preference. Should a district facility not be available after it has been scheduled for an outside activity, a concerted effort will be made to assist the organization in locating another facility, if that should be necessary;
2. Individuals and/or organizations may be required to furnish the district a Certificate of Liability Insurance;
3. When an individual/organization is granted use of a school facility, it assumes responsibility for conduct of all persons while they are in or about the facility, including traffic control;
4. The school facility may be opened only by a person designated by the building principal. Keys to school facilities may not be duplicated;
5. The individual/organization shall be responsible for all damages or loss of school property during the period of use and will be required to leave the facility ready for use by staff and students the following day. Failure to do so may result in denial for future use. Any costs associated with damages and/or loss will be billed to the individual/organization;
6. The individual/organization may not assign, transfer, sublet or charge a fee to use district property;
7. The district prohibits the carrying of any kind of lighted smoking equipment or material, the smoking of any kind of lighted smoking equipment or material and the chewing or sniffing of a tobacco product in all district buildings and in all district-owned vehicles, district property and at district-sponsored events. No alcoholic beverages or illegal drugs are permitted on district property, nor is anyone to be admitted to district property while under the influence of alcoholic beverages or any controlled substances not prescribed by a physician;
8. Fire and safety regulations of the state of Oregon, the city of The Dalles and Wasco County are to be observed at all times;
9. Additional rules, as deemed necessary by the school administration, may be stipulated that are not specifically stated in this policy.

## **Approval/Denial**

1. A Building Use Request Form (attached) must be submitted by the applicant to the appropriate school office and approved by the building principal.
2. In the event an applicant is denied use of its facilities by the building principal, a written appeal may be made to the superintendent.
3. The superintendent may deny use of any of the district's facilities.
4. In the event an applicant is denied use of its facilities by the superintendent, an appeal may be made to the Board.

## **Fees**

In permitting use of its facilities, it is the intent of the district to recapture all costs associated with said use as prescribed in Categories II and III listed below.

The use of district facilities at nominal fees for nonprofit organizations shall be permitted under the direction and discretion of the superintendent. The superintendent has the authority to waive fees.

## **Category Schedule for Use of District Facilities**

- Category I** School Sponsored Activities no charge.
- Category II** Commercial and private organizations and/or individuals existing for the benefit of its membership. The Facility Use Fees Daily Rate outlined may be applied. (Note: Adult Volleyball, Men's Basketball, etc. will be included in this category.)
- Category III** Commercial and private organizations and/or individuals benefitting youth shall be charged at the rate per season to be negotiated with the District Office. (Examples include: Hustler Baseball, Girls' Softball, youth programs, etc.)
- Category IV** Community Clubs, i.e., Cub Scouts, 4-H, etc will be at no charge unless custodial or food services are required.

All checks will be made payable to North Wasco County School District No. 21 and submitted to the business office. An advance deposit may be required at the discretion of the Chief Financial Officer.

END OF POLICY

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**Legal Reference(s):**

[ORS 332.107](#)

[ORS 332.172](#)

**Cross Reference(s):**

EDC/KGF - Authorized Use of District Equipment and Materials

KA/KAA - District-Community Relations Goals and Objectives

KGF/EDC - Authorized Use of District Equipment and Materials